



38 Hr Leave and changing Annual leave groups

AL Group prior to change: _____ AL Group following change: _____

<p>Date since last AL taken prior to the target period: (A) <input style="width: 100px;" type="text"/></p> <p>For recruits, this is the date you left the college. All others, that is the fourth Friday after the start date of the AL taken by the member prior to the target period.</p> <p>Start Date of the Target Period: (B) <input style="width: 100px;" type="text"/></p> <p>Number of weeks between dates at (A) and (B): (C) <input style="width: 100px;" type="text"/></p> <p>Multiple the amount at (C) by 2 to calculate the amount of 38hr Leave accrued since last annual leave: (D) <input style="width: 100px;" type="text"/></p>	Step 1															
<p>Type of Leave Period: <input type="checkbox"/> Short <input type="checkbox"/> Long (E)</p> <p>If your platoon was rostered for its first night shift on the date at (B), Tick Long If your platoon was rostered on its third day off duty on the date at (B), tick Short</p>	Step 2															
<p>Determine 38 hr leave component of Target Period: (F) <input style="width: 100px;" type="text"/></p> <p>Cross reference answer at (E) with your platoon in the table to ascertain the 38hr leave component of the Target Period. Write this answer in box (F).</p> <table border="1" style="margin-left: auto; margin-right: auto; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #cccccc;"> <th>Type</th> <th>A Plt</th> <th>B Plt</th> <th>C Plt</th> <th>D Plt</th> </tr> </thead> <tbody> <tr> <td>Short</td> <td>64hrs</td> <td>64hrs</td> <td>48hrs</td> <td>48hrs</td> </tr> <tr> <td>Long</td> <td>48hrs</td> <td>48hrs</td> <td>64hrs</td> <td>64hrs</td> </tr> </tbody> </table>	Type	A Plt	B Plt	C Plt	D Plt	Short	64hrs	64hrs	48hrs	48hrs	Long	48hrs	48hrs	64hrs	64hrs	Step 3
Type	A Plt	B Plt	C Plt	D Plt												
Short	64hrs	64hrs	48hrs	48hrs												
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<p>Deduct the number at (F) from the number at (D): (G) <input style="width: 100px;" type="text"/></p> <p>If the figure at (G) is a positive then this is the amount off leave (in hours) that you should seek to have credited to your Consolidated Leave Balance. If the number at (G) is negative then you have inadvertently benefited from the change in AL Groups.</p>	Step 4															

Notes:

- 1) The 'target period' is the first AL period taken by the member after the change of AL groups
- 2) This worksheet will not produce correct results where a member is on a different platoon to the platoon of his/her AL group (ie. Member is on A platoon but takes leave in target period according to B5)
- 3) Credits owing to members can only be claimed at the conclusion of the target period (ie. 4 weeks after the date at part (B) of the worksheet)
- 4) Where there exists a discrepancy between the amount of leave credited and the amount determined by using the worksheet, members should contact the Union office on 9218 3444.



UNION GUIDE

Calculation of 38 Hr Leave Credits arising from Changes to A/L Groups Instructions for FBEU Worksheet

The NSWFB Annual Leave Calendar runs through a 64 week cycle and allocates each A/L Group two periods of leave within the cycle. Each leave period contains a mix of 38 Hr Leave and Annual Leave. Where a firefighter starts on the cycle at the correct time and remains on that A/L group for the rest of his/her career, the allocation of 38 Hr Leave and A/L remains well balanced. Where firefighters do not start on an appropriate group or are changed between A/L Groups, adjustments need to be made.

Annual Leave is tracked by the payroll system which maintains a "Phantom Balance" of A/L for each firefighter. This "Phantom Balance" is adjusted throughout a firefighter's career depending upon changes made to their A/L groups. Upon the separation of the firefighter from the service, their "Phantom Balance" is in credit, this is paid out to the firefighter.

However, changes to A/L groups also affect the allocation of 38 Hr Leave and any amounts of such leave owing to firefighters can and should be claimed by way of a credit to the firefighter's Consolidated Leave balance. The Union has developed a worksheet for members to calculate whether or not they have an entitlement to a credit of Consolidated Leave arising from changes to A/L groups. **Such credits can be determined at the conclusion of the first A/L period after the change (which the Union refers to as the "Target period").**

The following instructions refer to the use of the Worksheet overleaf.

Step One – Working out your 38 Hour Leave Accrual

In this step you need to identify how much 38 hour leave you accrued prior to taking the Target Period. To do this you need to identify the date since you last had annual leave.

- For members who have changed Leave Groups this date is the fourth Friday after the start date of their last Annual Leave group (ie. The day they technically returned to work whether or not they were rostered on duty for that particular day).
- For members who have not yet had Annual Leave in the NSWFB, this date is the date they joined the service.

Members should now count the number of weeks that elapsed between this date and the start date of the Target Period. Multiply the number of weeks by 2 and you will have the number of hours of 38 Hour Leave that you accrued.

Step Two – Identify the "Type" of Leave Period

There are two leave periods within each cycle of the Annual leave Roster. A "Long" leave period which consists of 172 normal working hours and a "Short" leave period which covers 164 normal working hours. Each Annual leave Group operates in a different way to another and so it is important to identify which "type" of leave period you took.

The easiest way to work out whether a leave period is Long or Short is by reference to what your platoon is rostered for on the start date of the Target Period.

- If your platoon is starting its first night shift on the A/L start date, this particular leave period is "**Long**".
- If your platoon is on its third day rostered off duty on the A/L start date, this particular leave period is "**Short**".

Step Three – Determine the 38 Hour Leave component of the Target A/L Period

Each leave period is made up of a different 38 Hour Leave component which is dependent upon the number of weeks worked by the Leave Group (under normal circumstances) leading up to the leave period. The simplest way to work out the 38 Hour leave component of the Target Period is by reference to the table at Part (F) of the Worksheet.

Step Four – Calculate the difference between 38Hr Leave accrued and 38Hr Leave component of the Target Period

All that remains now is to deduct the 38 Hr Leave component of the Target Period (ie. The number determined at Part (D) of the Worksheet) from the 38 Hr Leave accrued (the number determined at Part (F) of the Worksheet). If the result is a positive number then this is the number of hours you should seek to have credited to your Consolidated Leave Balance. If the number is negative, this indicates that you have inadvertently benefited from the change in A/L groups.

Credits owing to members can only be claimed at the conclusion of the target Period (ie. 4 weeks after the date at part (B) of the Worksheet). These credits should be claimed by submitting a report to the NSWFB Personnel Section. Where there exists a discrepancy between the amount of leave credited and the amount determined using the Worksheet, members should contact the Union office on 9218 3444.